NOAA Chief Information Officer Council

Terms of Reference

Purpose:
The National Oceanic and Atmospheric Administration (NOAA) Chief Information Officer (CIO) Council advances the management and utilization of information technology (IT) to achieve NOAA corporate goals and objectives. The CIO Council accomplishes this by establishing enterprise wide IT policies, procedures, standards, and practices. Best practices promulgated by DOC, OMB, and the Federal CIO Council are coordinated and integrated by the council. In addition, the CIO Council oversees NOAA wide IT projects and operations which are funded via organizational cost distribution and other projects as tasked by the NOAA CIO, or NOAA management. The Council approves and prioritizes the NOAA OCIO budget including projects and services supported by NOAA corporate funds.

Membership:
- Chair: Carl P. Staton, NOAA CIO, 301-713-9600, ext. 179, Carl.Staton@noaa.gov.
- Executive Secretariat: Robert H. Kidwell (OCIO), 301-713-3525, ext. 196, Robert.H.Kidwell@noaa.gov.
- Members:
  - ➢ Principals
    - o NESDIS CIO
    - o NMFS CIO
    - o NOS CIO
    - o NWS CIO
    - o OAR CIO
    - o NMAO CIO
    - o CAO CIO
- Contact person: John Villemarette (OCIO), 301-713-3555, ext. 210, John.E.Villemarette@noaa.gov.
- Committees:
  - o Information Technology Security Committee
  - o Enterprise IT Architecture Committee
  - o Network Advisory Committee
  - o Geospatial Information Systems (GIS) Committee
  - o Enterprise Messaging Committee
  - o High Performance Computing and Communications Committee

Roles and Responsibilities:
- Members:
  - o Actively participate in Council meetings and initiatives.
- Council:
  - o Establish and oversee enforcement of NOAA IT policies and standards

- o Serve as the NOAA Information Technology Review Board as part of NOAA's IT capital planning process.
- o Provide corporate oversight of NOAA's IT systems and activities.
- o Analyze IT alternatives and risks.
- o Evaluate, select and implement activities and provide coordination that could improve NOAA's IT to better support NOAA's program goals in a more cost-effective manner.
- Committees:
  - o Serve the Council as resources to help address, research, define, analyze, develop, and promote specific subject areas/programs assigned to them.
- Meeting Frequency:
  - o Bi-weekly.

Decision-Making Process:
Decisions will be accomplished by consensus (i.e., no one votes thumbs down on an issue). The Chair will strive for consensus on every issue. The chair maintains 51% of the vote, therefore the final decision is made by the Chair when consensus is not achieved. Issues for which consensus is not achieved can be elevated to the NOAA Executive Panel (NEP) through a NEP member.

Charter:
- Created by Acting Under Secretary Gudes on March 5, 2000, and in response to Secretary Evan's June 13, 2001 memorandum on "Strengthening Commerce Information Technology Management".
- Requirements Drivers:
  - o Capital Planning requirements of the Clinger-Cohen Act, OMB, and the Department.
  - o IT Architecture requirements of the Clinger-Cohen Act, OMB, and the Department.
  - o NOAA Strategic Plan direction to maintain and improve its technology infrastructure in order to enhance its scientific productivity through seamless sets of observational and forecast products, advanced high-bandwidth networks, super-computing capabilities, and support for increasingly flexible sources for the delivery of information.
  - o NOAA's Program Review recommendations on improvement of IT in NOAA.